

**SECRET**  
**CONFIDENTIAL**

31 December 1954

MEMORANDUM FOR: Mr. H. Gates Lloyd

SUBJECT : Attached Requests for External Training

1. There are attached three requests for external training received from the Chief, Management Staff, in the cases of Messrs.

[redacted] is Acting Chief of Records Center  
[redacted] are both Records Management Analysts.  
[redacted] is requesting approval for Agency sponsorship of these gentlemen in a special course at American University entitled, "Management of Special Type Government Records." This course leads to a certificate in Records Management and is given in the evening at American University and the National Archives.

25X1

2. It has been Colonel White's practice to approve these requests (we have had several others like these from the Management Staff) on the assurance of [redacted] that the individuals are "good promotional material." To this [redacted] has certified on the telephone today accordingly. Your signature is requested in the spaces tabbed.

25X1

[redacted signature box]

OK  
15/1  
25X1

Attached:

Referenced Requests for External Training (3)

Document No.	_____
No Change In Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S C
Auth:	HR 70-2-78
Date:	11-20-78
By:	<input type="checkbox"/>

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Auth: DD TD-2  
Date: \_\_\_\_\_  
By: \_\_\_\_\_

8 November 1954

MEMORANDUM FOR: Special Assistant to the Deputy Director  
(Administration)

SUBJECT : Form No. 51-133, "Request for Training at Non-  
CIA Facility"

1. With reference to your memorandum of 30 October 1954, subject as above, the attached copies of training requests are intended to constitute notification of action taken by the Office of Training. Since the form includes multiple copies, the signature occasionally does not show up on the last copy. However, we attempt to see that all copies are clearly signed and I have had [ ] initial these two.

2. There is no other copy of this form sent to the sponsoring office or the applicant. Normally, the copy received by the Training Liaison Officer is forwarded through channels to the individual. Also, the External and Language Training Division notifies the TLO by telephone when the application has been approved in order that he can advise the applicant to initiate action on any security problems and request an advance of funds.

3. Our records have been changed to show you as the TLO for the DD/A's Office.

[ ]  
Executive Officer, OTR

Attachments:

- (1) cc External Trng. Request for [ ]  
(2) " " " " " "

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